

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that BJJ facilities provide a well-maintained environment for youth.

**PURPOSE**

This policy ensures ongoing physical plant maintenance to prevent costly repairs and ensure youths' safety.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
PARTY**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) pertaining to the physical plant maintenance. At a minimum, these SOPs must contain the following requirements:

The facility/center director ensures all of the following:

- The facility/center director or designee conducts weekly maintenance and sanitation checks at the facility utilizing a facility developed maintenance and sanitation checklist.
- The facility maintains a repair log that minimally includes the date, repair needed and date of repair completion.
- All staff are responsible to report maintenance problems or concerns to management through written communication.

**AUTHORITY**

Social Welfare Act, MCL 400.115a(1)(l)